

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 91-3

BUDGET EXECUTION THROUGH CONSULTATION

Sec.

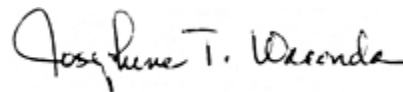
1. Purpose
2. Background
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1. **PURPOSE.** The purpose of this circular is to establish a means by which the Albuquerque Area Indian Health Service (AAIHS) Officials and Tribal entities participate in the budget execution process through consultation.
2. **BACKGROUND.** With the passage of P.L. 100-472, Amendments to P.L. 93-638, Indian Self Determination and Education Assistance Act, it has been mandated that the Indian Health Service (IHS) develop a process by which Tribal participation is achieved in the execution of the AAIHS budget through consultation.
3. **POLICY.** It is the policy of the AAIHS to ensure Tribal consultation in the budget execution process for Federal and Tribal operated services and programs. To accomplish this goal, the following is required:
 - A. Participation of Area-wide Program Officials and Tribal Representatives is essential to achieve maximum effort in addressing the programming of AAIHS funds. This will require that Tribal leaders nominate a Tribal Community Representative to vocalize the concerns and needs of the respective communities. The Tribal Representative will serve as a liaison with whom the Area Director can consult on budget execution matters.
4. **RESPONSIBILITIES.**
 - A. The implementation of the consulting process will be the responsibility of the Service Unit Director, in conjunction with their respective Health Boards and Governing Boards.

Distribution: IHS Headquarters, Division of Management Policy (4/19/91)
Executive Officer
Associate Directors
Program Managers
Service Unit Director
Tribal Officials

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- B. The AAIHS Associate Directors and Program Directors will assist the Service Unit Directors in consulting with Tribes relative to the execution of AAIHS funds.
 - C. The Service Unit Director will ensure that Spending Plans are reviewed by the respective Health Boards, Governing Boards, and Service Unit staff. Spending Plans should delineate those newly funded activities/positions that fulfill enhancement requests.
 - D. The Area Director, in consultation with representatives of Tribes, will approve all Service Unit and Program Spending Plans.
 - E. Upon notification of a signed appropriation and receipt of operating instructions from IHS Headquarters, the AAIHS will issue local operating instructions to the Service Unit Director, and Program Officials responsible for line budgets. The Associate Director, Office of Tribal Activities (OTA) will provide operating instructions to all P.L. 93-638 contractors. The responsibility of the Service Unit Director, Associate Director, OTA and Program Official is to ensure compliance with established guidelines and assure that their budget authority is not exceeded. For fund control purposes, each Service Unit Director, Associate Director, OTA and Program Official must maintain a "commitment register" for all budget sub-sub-activities allocated.
 - F. Within one week of the receipt of an allotment from IHS Headquarters, the AAIHS will issue an "advice of allowance" to each Service Unit Director, Associate Director, OTA and Program Official.
5. SUPERSESSION. This circular is in effect until it is superseded.



4/19/91

Josephine T. Waconda
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